



# Circle K International

## Club Awards Applications 2003-2004

**Attention Club President:**

*This packet of awards applications is being sent so that club activities planned for the year can support your goals for achieving excellence, as measured by the club awards program.*

*Although the awards are not due until June 2004, they will measure your year as the clubs leader and should be completed under your direction. For ease in filling out the awards, make a clean copy of each application and distribute it now to the officer who would best complete the application. Keep this packet of originals in your files to be passed on to next year's president when you complete your term in March.*

**NOTE:** *Applications should be photocopied before being completed as they appear back to back in this packet.*

## GROWTH ENHANCES MEMBERSHIP (G.E.M.) AWARD PROGRAM

The G.E.M. Program was instituted by the 1990-91 Circle K International Board to recognize clubs that achieve success in membership growth as compared to the previous year's statistics. The program recognizes clubs in four divisions: Ruby, Sapphire, Emerald, and Diamond. The five clubs with the highest membership growth in each category will be recognized at the Circle K International Convention.

**THE SPECIFICATIONS OF EACH DIVISION ARE AS FOLLOWS:**

**RUBY** - clubs with 1-19 members during previous year, but 20 or more members during current year

**SAPPHIRE** - clubs with 20-40 members during previous year

**EMERALD** - clubs with 41-65 members during previous year

**DIAMOND** - clubs with more than 65 members during previous year

A percentage increase will be computed in each division, and the five clubs with the highest percentage increase will be recognized.

Clubs do not need to complete specific forms to participate in this program. The total dues a club pays by April 15 of each year will be the figure the International Office uses to compute the percentage of growth for that club.

Throughout the year, clubs must forward a dues and membership form as they register and pay for new members.

# CIRCLE K INTERNATIONAL CLUB ACHIEVEMENT AWARD

Circle K Club of: \_\_\_\_\_ District: \_\_\_\_\_

Contact name, mailing address, phone number & e-mail address:

## PHILOSOPHY

The Club Achievement Award is designed to recognize and honor those Circle K clubs that have excelled in all aspects of club operation.

## GUIDELINES FOR THE COMPLETION OF THIS FORM.

1. Members reported must be in good standing as reported to the district and to Circle K International.
2. Complete the remainder of the form using club minutes, report forms sent to the district and to Circle K International, project report forms, and other club records.
3. Use specific statements showing definite accomplishments and the month and year in which the activities were conducted.
4. State the exact extent of participation by the club, such as "cooperated," aided," "assisted," etc.
5. List activities performed by the club, but not those performed by individual members on their own initiative or as members of other school or community groups.
6. In any area or question that does not apply to the individual club, please write "N/A" in the space provided. Review the award submission with the individuals listed on this application and obtain the proper signatures of certification. Failure to do so disqualifies your entry.
7. **PART ONE** of this award consists of point-based questions. Club members answer questions and write the point total in the space provided. Club members should total the number of points for each section and enter the overall total for **PART ONE** of the report.
8. **PART TWO** of this report **should not** be scored by club members. The scoring section in **PART TWO** is reserved for the judges' use and any unauthorized markings **will lead to disqualification** of the award.

**PART TWO** of this award consists of essay-based questions. (Points will be subtracted if the response exceeds the number of pages indicated. Five points will be subtracted for each additional page.)

Responses to **section H** are limited to 3 sides of a 8.5 x 11" page - typed and double-spaced.

Responses to **sections I** are limited to 1 side of a 8.5 x 11" page – typed and double-spaced.

Responses to **section J** are limited to 1 side of a 8.5 x 11" page – typed and double-spaced.

Responses to **section K** are limited to 1 side of a 8.5 x 11" page – typed and double-spaced.

9. Present the entry to the Circle K International Convention Office in Indianapolis, Indiana, no later than the closing posted office time. Reports may also be mailed to the Circle K International Office, 3636 Woodview Trace, Indianapolis, Indiana 46268-3196. Mailed entries must be received by May 15, 2004. Circle K International is not responsible for damage to or loss of mailed entries.

## DIVISION DETERMINATION

*(The following figure will determine the division in which the club will compete.)*

Number of Circle K members on:

April 1, 2003 \_\_\_\_\_ + March 31, 2004 \_\_\_\_\_ = Total \_\_\_\_\_

Total divided by 2 = \_\_\_\_\_

Gold Division (61 + members)     Silver Division (26-60 members)     Bronze Division (25 or fewer members)

**CERTIFICATION**

Each signature must be obtained:

<b>Circle K club president signature:</b>	<b>Date:</b>
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<b>Circle K club secretary signature:</b>	<b>Date:</b>
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<b>Circle K club faculty advisor signature:</b>	<b>Date:</b>
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<b>Circle K club Kiwanis advisor signature:</b>	<b>Date:</b>
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***Above individuals shall have served in their positions during the 2003-2004 administrative year.***

**RULES GOVERNING CIRCLE K CLUB ACHIEVEMENT REPORT**

1. Each Circle K club shall use the standard form for its entry and follow all instructions on this form.
2. Each club must be in good standing with Circle K International and its district.
3. The report should include activities undertaken during the period of April 1, 2003 to March 31, 2004.
4. Part two of the report must be typed. (See details above for length of responses. Points will be subtracted if the response exceeds the number of pages indicated.)
5. Repetitious reporting of activities, fancy bindings, pictures, etc. will not be taken into consideration.
6. Total service hours for each activity shall be reported by area: planning, travel, actual project time, and follow-up. A service hour is sixty (60) minutes of work performed by a member of a CKI club on a service project approved by the club or club board of officers.
7. First, second, and third places in each division will be awarded prizes.
8. Decisions of the judges are final, and no changes, alterations, or re-calculations will take place after the results have been certified by the contest committee members, the chairman of the contest committee, and the Circle K International Board Counselor of the contest.

## PART I: CLUB INFORMATION

A. Circle K club Administration – 72 Points Possible			Scoring	Point Totals
<b>Club Meetings</b>			<b>Club Meetings</b>	
1. How many club meetings were held, described as the following:				
a. During the school year that were attended by an advisor			1 point for every four mtgs., max 6 pts.	
b. During the school year that had a guest speaker			1 point for every mtg., max 7 pts.	
c. During the holidays or other break periods			1 point for every 2 mtgs., max 5 pts.	
d. Special meetings (banquets, ceremonies, etc.)			1 point for each, max 5 pts.	
e. Board meetings			13 or more is 6 pts. 9-12 in 5 pts. 5-8 is 3 pts. 1-4 is 1 pt.	
f. Average club meeting attendance as a percentage of dues paid membership: (Include all regular club meetings, round to nearest whole number)		___%	80% or more is 5 pts. 60-79% is 3 pts. 40-59% is 1 pt.	
<b>Club Reports and Public Relations</b>			<b>Club Reports &amp; PR</b>	
2. a. How many monthly reports were submitted to the district			10-12, 5 pts. 8-10, 3 pts.	
	<b>Yes</b>	<b>No</b>		
b. Were articles submitted to the district bulletin editor?			If yes 1 point	
Was article printed in district bulletin?			If yes 1 point	
c. Were articles submitted to the CKI magazine?			If yes 1 point	
Was article printed in CKI magazine?			If yes 1 point	
d. Were articles sent to the campus newspaper?			If yes 1 point	
Was an article printed in the campus newspaper?			If yes 1 point	
e. Were articles sent to the community newspaper?			If yes 1 point	
Was an article printed in the community newspaper?			If yes 1 point	
f. Did the club have any publicity through radio or television?			If yes, 2 points	
<b>Dues Payment</b>			<b>Dues Payment</b> If postmarked by Oct 15, 3 points If postmarked by Nov 30 (Feb 1 for clubs outside USA.), 2 points	
<b>District/Division Involvement</b>			<b>District /Division Involvement</b>	
4. Activities in which the club participated:	<b>Yes</b>	<b>No</b>		
a. Presidents' Council Meeting(s)			If yes, 2 points	
b. Division/district-wide rally			If yes, 3 points	
c. Division/district-wide service project			If yes, 3 points	
d. Did the club participate in community service and Awareness Week during Circle K Week?			If yes, 3 points	
<b>Club Communications</b>			<b>Club Communications</b>	
5. Did the club utilize either of these forms of communications for members?	<b>Yes</b>	<b>No</b>		
a. Club newsletter with a minimum of four (4) issues.			If yes, 3 points	
b. Club Web site			If yes, 2 points	
c. Did the club maintain a club directory?			If yes, 2 points	
d. Club e-mail reflector			If yes, 2 points	
<b>Total your score for section A of this report.</b>			<b>Total for section A.</b> →	

<b>B. Club Membership – 34 Points Possible</b>			<b>Scoring</b>	<b>Point Totals</b>
<b>Education &amp; Development Programs</b>	<b>Yes</b>	<b>No</b>	<b>Education &amp; Development Programs</b>	
1. Did the club provide a special program for new member induction, including a ceremony and pin presentation?			If yes, 3 points	
2. Did the club provide a formal program for member orientation and education including the new member handbook, Circle K magazine, etc?			If yes, 3 points	
<b>Convention Attendance</b>			<b>Convention Attendance</b>	
3. a. How many voting delegates attended the district convention?			2 points per voting delegate (4 points max)	
b. Was the advisor in attendance at the district convention?			An advisor is 2 points (Maximum)	
c. How many members attended the district convention?			If over 50% or over 20 members, 2 points  If between 10-20 members or between 25-50%, 1 point	
4. How many voting delegates attended the 2003 International Convention in Indianapolis, Indiana?			2 points per voting delegate (4 points max)	
<b>Membership Activities</b>			<b>Membership Activities</b>	
5. How many club social activities were held for all club members?			3 or more, 4 points 1-2, 2 points	
6. How many joint meetings were held with other Circle K clubs?			3 or more, 4 points 1-2, 2 points	
7. How many interclubs did your club attend at other Circle K clubs?			8 or more, 4 points 5-8, 3 points 1-4, 2 points	
<b>Membership Growth</b>			<b>Membership Growth</b>	
8. What is the % increase in the number of dues paid members over the previous year? (If the number is zero or negative write - N/A for not applicable.)			If 10% or more, 4 points If between 6-9%, 3 points If between 1-5%, 2 points	
<b>Total your score for section B of this report.</b>			<b>Total for section B.</b> →	
<b>C. Leadership Development – 34 Points Possible</b>	<b>Yes</b>	<b>No</b>	<b>Club Officer Training and Development</b>	
1. Did your club participate in or conduct a formal officer training?			If yes, 3 points	
2. Did the faculty and/or Kiwanis advisor participate in the club officer training?			If yes, 2 points	
3. Has your club conducted a club officer and member leadership retreat?			If yes, 4 points	
4. The District Fall Rally (DLTC) (minimum 4 members)			If yes, 3 points	
5. Were the following committees active during the year?				
a. Service Project Committee			If yes, 2 points	
b. Program Committee			If yes, 2 points	
c. Fundraising Committee			If yes, 2 points	
d. Membership Education and Development			If yes, 2 points	
e. Kiwanis-Family Committee			If yes, 2 points	
6. What percentage of members have served in leadership positions including officers, board members, committee and project chairs during the past administrative year?		___ %	50% or more, 5 points 40-49%, 4 points 30-39%, 3 points 20-29%, 2 points 10-19%, 1 point	
7. Has the club had one of the following during the past year?	<b>Yes</b>	<b>No</b>		
a. A candidate for District or International office			If yes, 1 point	
b. A district officer or district committee chairman			If yes, 1 point	
c. An International officer			If yes, 1 point	
d. A representative to student government			If yes, 1 point	
8. Did the club sponsor a leadership program on campus			If yes, 3 points	
<b>Total your score for section C of this report.</b>			<b>Total for section C.</b> →	

<b>D. Kiwanis-Family Involvement – 30 Points Possible</b>			<b>Scoring</b>	<b>Point Total</b>																								
<b>Kiwanis Family Interaction</b>	<b>Yes</b>	<b>No</b>	<b>Kiwanis Family Interaction</b>																									
1. How many Circle K meetings have the sponsoring Kiwanis club members attended?			10 or more, 4 points 5-9, 3 points 1-4, 2 points																									
2. How many times did Circle K members attend the sponsoring Kiwanis club's meetings?			10 or more, 4 points 5-9, 3 points 1-4, 2 points																									
3. How many joint service projects have the Circle K and sponsoring Kiwanis club conducted?			5 or more, 5 points 1-4, 3 points																									
4. Has the Circle K jointly sponsored a Builders Club, K-Kids or Aktion Club, with its sponsoring Kiwanis club?			If yes, 3 points																									
5. Has the Circle K club participated in at least one service project with:																												
a. A Kiwanis club – other than its sponsor?			If yes, 2 points																									
b. A Key Club?			If yes, 2 points																									
c. Builders Club, K-Kids, or Aktion Club?			If yes, 2 points																									
6. Has the Circle K club presented a program at a Builders club, K-Kids or Key Club meeting?			If yes, 2 points																									
7. Has the Circle K club participated in at least one interclub with:																												
a. A Kiwanis club – other than its sponsor?			If yes, 2 points																									
b. A Key Club			If yes, 2 points																									
c. Builders Club, K-Kids or Aktion Club?			If yes, 2 points																									
<b>Total your score for section D of this report.</b>			<b>Total for section D.</b> →																									
<b>E. Service Projects – 25 Possible Points</b>			<b>Service Projects</b>																									
<p>List all service projects (25 service projects maximum and involving the greatest number of members and service hours) the Circle K club has completed during the administrative year. The projects should be organized by month. For a recurring project (for example, daily raising and lowering of school flags) treat the project as a single project for each month.</p> <p>Allow only one line for each project. Provide the month, brief project description, number of members participating and number of service hours produced by Circle K members during the month.</p> <p>The list must be a) typed or b) completed as a computer printed document. An example is provided below. Total the number of projects and enter the number in the scoring box below. Attach the list to this report.</p>			<p>(Submit a typed listing. No more than 2 sides of a 8.5 x 11" sheet of paper – typed and double-spaced. Five points will be deducted for each additional page submitted.)</p>																									
<p><b>(Service Project Listing Example)</b></p> <table border="1" data-bbox="82 1449 954 1617"> <thead> <tr> <th>Project Description</th> <th>Month</th> <th># Member</th> <th>Service Hours</th> </tr> </thead> <tbody> <tr> <td>1. Reading Buddies</td> <td>April 2003</td> <td>12</td> <td>48</td> </tr> <tr> <td>2. School Trash Pick-up</td> <td>April 2003</td> <td>17</td> <td>44</td> </tr> <tr> <td>3. Bake Sale</td> <td>April 2003</td> <td>18</td> <td>36</td> </tr> <tr> <td>4. Pen Pals with elem. Students</td> <td>April 2003</td> <td>15</td> <td>60</td> </tr> <tr> <td>5. Reading Buddies</td> <td>May 2003</td> <td>12</td> <td>48</td> </tr> </tbody> </table>	Project Description	Month	# Member	Service Hours	1. Reading Buddies	April 2003	12	48	2. School Trash Pick-up	April 2003	17	44	3. Bake Sale	April 2003	18	36	4. Pen Pals with elem. Students	April 2003	15	60	5. Reading Buddies	May 2003	12	48			Each project is 1 point, 25 points maximum	
Project Description	Month	# Member	Service Hours																									
1. Reading Buddies	April 2003	12	48																									
2. School Trash Pick-up	April 2003	17	44																									
3. Bake Sale	April 2003	18	36																									
4. Pen Pals with elem. Students	April 2003	15	60																									
5. Reading Buddies	May 2003	12	48																									

<b>Total your score for section E of this report.</b>				<b>Total for section E.</b> →
<b>F. Service Hours – 40 Points Possible</b>				1 average service hour is 1 point 40 points maximum
Total service hours for the year				
Total number of members in the club (Use the number calculated on the first page of this report.)				
Divide the total service hours by the number of members				
<b>Total your score for section F of this report.</b>				<b>Total for section F.</b> →
<b>G. Service Fund-raising – 20 Points Possible</b>	<b>Dues Paid members</b>	<b>US\$</b>	<b>Scoring</b>	<b>Point Totals</b>
Total the money raised (surplus) by the Circle K club for non-profit, education and other charitable purposes. Enter this figure in one of the boxes to the right.				
Divide the \$US figure by the number of dues paid members. Enter this figure in one of the boxes to the right.				
Round to the nearest whole number. Enter this number (maximum 20) in the scoring box to the right.			1 point for every \$US per member, 20 points maximum	
<b>Total your score for section G of this report.</b>				<b>Total for section G.</b> →
<b>(Total your score for Part I of this report.)</b>		<b>Total points for Part I.</b> →		

**PART II: SERVICE, LEADERSHIP, FELLOWSHIP AND KIWANIS-FAMILY**

**DO NOT SCORE PART II OF THIS REPORT!!!!**

**THE JUDGES WILL INSERT POINT TOTALS AND SCORING FOR SECTION II and THE OVERALL REPORT SCORE.**

<b>H. Service Projects – 100 Points Possible</b>	<b>Point</b>
<b>Totals</b> <i>(Limit your response to 3 sides of a 8.5 x 11" page – typed and double-spaced.)</i>	
<p>In each of the categories under this section, please describe the project and be sure to include the number of members participating and the total number of service hours performed. No project can be listed under more than one category.</p> <p>1. Give a description of the best project involving the Service Initiative: Focusing on the future: Children. <b>(20 points possible)</b></p> <p>The Service Initiative: "Focusing on the Future: Children" is a program designed to encourage Circle K clubs to be actively involved in the growth and development of children, ages 6 – 13. For more information on the Service Initiative, please refer to the Service Initiative Kit or contact the Circle K International Office for details. Information about the Service Initiative is also available on the Circle K Web site at <a href="http://www.circlek.org">www.circlek.org</a>.</p> <p>2. Give a description of the best service project to the campus. <b>(20 Possible Points)</b> -----</p> <p>3. Give a description of the best service project to the community. <b>(20 Possible Points)</b> -----</p> <p>4. Give a description of the best joint service project held with your sponsoring Kiwanis club. <b>(15 Possible Points)</b> -----</p> <p>5. Give a description of the best joint service project held with any member of the Kiwanis-Family other than the sponsoring Kiwanis club. <b>(15 Possible Points)</b> -----</p> <p>6. Give a description of the best joint service project held with any organization, club or society on your school campus. <b>(10 Points Possible)</b> -----</p>	
<b>Judges total your score for section H of this report.</b>	<b>Total for section H.</b> →
<b>I. Leadership – 50 Points Possible</b> <i>(Limit your response to 1 side of a 8.5 x 11" page – typed and double-spaced.)</i> Explain how the club developed the leadership potential of its members and club officers and how the club provided leadership opportunities for non-Circle K members on campus and in the community.	<b>Total for section I.</b> →
<b>J. Fellowship – 50 Points Possible</b> <i>(Limit your response to 1 side of a 8.5 x 11" page – typed and double-spaced.)</i> Describe how the club promoted fellowship among its members and other Kiwanis-Family members.	<b>Total for section J.</b> →
<b>K. Kiwanis-Family Relations – 45 Points Possible</b> <i>(Limit your response to 1 side of a 8.5 x 11" page – typed and double-spaced.)</i> Describe how the club promoted good Kiwanis-Family relations. (Be sure to include any Key to College programs, Kiwanis career contacts and Kiwanis-Family events attended).	<b>Total for section K.</b> →
<b><u>(Judges total score for Part II of this report.)</u></b>	<b>Total points for Part II.</b> →
<b><u>Judges total overall points for Part I and Part II.</u></b>	<b>Total points Part I &amp; Part II.</b> →

# SINGLE SERVICE AWARD

## PHILOSOPHY

The Single Service Award is designed to recognize and honor those Circle K clubs, through dedication and unselfish efforts, producing the best single project or service during the year.

## GUIDELINES FOR THE COMPLETION OF THE AWARD FORM

1. Read the entire form carefully before beginning work on your application.
2. Each club should enter its one most outstanding single service activity, whether it is an ongoing project or a one-day event.
3. This award form should accompany the entry essay and supplemental material.
4. Review the award submission with the individuals listed on the reverse side and obtain their signatures of certification.
5. Present the entry to the Circle K International Convention Office in Indianapolis, Indiana no later than the posted closing time. Reports also may be mailed to the Circle K International Office, 3636 Woodview Trace, Indianapolis, Indiana, 46268-3196. Mailed entries must be received by May 15, 2004.

## RULES GOVERNING SINGLE SERVICE AWARD

1. To be eligible for this contest, clubs must be in good standing with both International and the district.
2. Only one service project may be entered by a club.
3. The entry shall be a complete document reporting all details of the project.
4. Certification of the accuracy of the information provided, by signature from the individuals listed on the reverse side, must accompany the entry.
5. The activity described shall cover any program of service performed between April 1, 2003 and March 31, 2004.
6. The entry essay must be typewritten, double-spaced, on only one side of 8½” x 11” white paper and limited to 2,000 words.
7. A maximum of 10 items of supplemental material may be included. Examples of supplemental items include a letter, a report, a brochure, a page of pictures, or a newspaper clipping.
8. Entries will be judged based upon these criteria:

Need for the Project.....	10%
<i>Briefly describe why this project was necessary.</i>	
Planning and Execution of the Project.....	25%
<i>Briefly describe necessary planning involved and what actually happened during the execution of the project.</i>	
Club Participation.....	25%
<i>Include total service hours employed in the following categories: planning, travel, actual project time, and follow-up.</i>	
Publicity.....	15%
<i>Briefly describe the way in which the publicity was arranged for the project. Was a description of the project submitted to the CIRCLE K magazine and the district bulletin?</i>	
Evaluation of the Project.....	10%
<i>Include project's merit to campus or community.</i>	
Relationship to Service Initiative Program.....	15%
<i>Briefly describe how, if at all, the project was related to the International Service Initiative, "Focusing on the Future: Children."</i>	

9. First, second, and third place winners shall be selected.
10. Entries shall be judged by a committee of convention attendees selected by the International Administrator in consultation with the Circle K International President.

# Single Service Award – Entry Form

(PLEASE PRINT)

Circle K Club of: \_\_\_\_\_ District: \_\_\_\_\_

Contact name, mailing address, phone number & e-mail address:

## CERTIFICATION

Each signature must be obtained:

\_\_\_\_\_  
Circle K Club President                      Date

\_\_\_\_\_  
Circle K Club Faculty Advisor                      Date

\_\_\_\_\_  
Circle K Club Secretary                      Date

\_\_\_\_\_  
Circle K Club Kiwanis Advisor                      Date

*Above individuals shall have served in their positions during the 2003-2004 administrative year.*

# OUTSTANDING KIWANIS-FAMILY RELATIONS AWARD

## PHILOSOPHY

The Outstanding Kiwanis-Family Relations Award is designed to recognize and honor those Circle K clubs that have participated in activities and events to enhance Kiwanis-family relations.

## GUIDELINES FOR THE COMPLETION OF THIS AWARD FORM

1. Read the entire form carefully before beginning work on your application.
2. Describe the club's participation in at least four of the five following areas. Use one 8½" x 11" sheet of white paper, typed, on only one side, to describe participation in one area. Attach these sheets to the award form for submission.

**Kiwanis-Family Service Projects** - List and briefly describe all Kiwanis-family service projects. Indicate the club's involvement and which members of the Kiwanis-family participated.

**Key to College Program** - Explain how the club implemented this program and the results of the program.

**Kiwanis Career Contacts (KC<sup>2</sup>) Program** - List and briefly describe the extent to which the club participated in areas such as establishment of a business directory, day at the office, career mentor program, career fair, or other related programs.

**Kiwanis-Family Special Events, Conferences, and Conventions** - Describe all special events organized for the purpose of promoting Kiwanis-family relations, and the involvement of the club in each.

**Inter-clubbing** - List and briefly describe all inter-clubs and meeting attendance with Kiwanis-family organizations other than Circle K. Indicate the level of involvement of the club, such as host, co-organizer, attendee, etc. (*An inter-club requires a minimum of four Circle K members.*)

3. Review the award submission with the individuals listed on the reverse side and obtain their signatures of certification.
4. Present the entry to the Circle K International Convention Office in Indianapolis, Indiana no later than the posted office closing time. Reports may also be mailed to the Circle K International Office, 3636 Woodview Trace, Indianapolis, Indiana, 46268-3196. Mailed entries must be received by May 15, 2004.

## RULES GOVERNING OUTSTANDING KIWANIS-FAMILY RELATIONS AWARD

1. To be eligible for this contest, a club must be in good standing with both International and district.
2. To qualify for this award, a club must have participated in at least four of the five following areas during the year.
  - ~ Kiwanis-Family Service Projects
  - ~ Key to College Program
  - ~ Kiwanis Career Contacts (KC<sup>2</sup>) Program
  - ~ Kiwanis-Family Special Events, Conferences, and Conventions
  - ~ Kiwanis-Family Inter-clubs
3. No single event can be listed in more than one category.
4. The time frame of this award is April 1, 2003- March 31, 2004.
5. Reported information pertaining to any one of the described areas of participation may not exceed one side of one sheet 8½' x 11" paper.
6. Certification, by signature from the individuals listed below, of the accuracy of the information must accompany the entry.
7. Entries shall be judged, at Circle K International convention, by a panel consisting of at least one Kiwanis International official, one Key Club International official, and a past Circle K International President.
8. Decisions of the judges are final.



# CLUB NEWSLETTER AWARD

## PHILOSOPHY

The Club Newsletter Award is designed to recognize and honor those Circle K clubs that produce a high-quality newsletter on a regular basis, providing an effective communication tool for the club and its members.

## GUIDELINES FOR ENTERING THIS CONTEST

1. Read the entire form carefully before submitting your entry.
2. This award form should four issues of accompany the newsletters.
3. Review the entry with the individuals listed on the reverse side and obtain the proper signatures of certification.
4. Present the entry to the Circle K International Convention Office in Indianapolis, Indiana at the posted office closing time. Reports also may be mailed to the Circle K International Office, 3636 Woodview Trace, Indianapolis, Indiana, 46268-3196. Mailed entries must be received by May 15, 2004. Circle K International is not responsible for damage to or loss of mailed entries.

## RULES GOVERNING CLUB NEWSLETTER AWARD

1. To be eligible for this contest, clubs must be in good standing with both International and the district.
2. The time period covered by entered newsletters shall be from April 1, 2003, through March 31, 2004.
3. One copy of each of four (4) issues of the newsletter must be submitted with the entry form.
4. Judging of the entries shall be based on these criteria:
  - General Appearance - layout, masthead design, typography.....25 points
  - Editorial Content - variety, originality, clarity.....25 points
  - Value to members and to the club as a whole.....25 points
  - Inclusion of Circle K International Programs.....25 points
5. First, second, and third place winners shall be selected. Up to two (2) honorable mentions may be given.
6. All phases of the work of the publication, except for the professional services required for printing, must have been performed by a Circle K member or members who are in good standing with the district and International. Non-Circle K members may act only in an advisory capacity.
7. Entries shall be judged by a committee of convention attendees selected by the International Administrator in consultation with the Circle K International President.
8. Decisions of the judges are final.





# ORATORICAL CONTEST

## PHILOSOPHY

The Circle K International Oratorical contest is designed to encourage members to share their attitudes, beliefs, and experiences regarding the organization through a prepared speech. This also assists members in developing public-speaking skills while providing an inspirational and motivational message.

## GUIDELINES FOR ENTERING THIS COMPETITION

1. Return the completed entry form to the Circle K International Convention Office in Indianapolis, Indiana no later than the posted office closing time. Entry forms may also be mailed to the Circle K International Office and must be received by May 15, 2004.
2. The competition will be staged during the Circle K International Convention. The location will be published in the official convention program.
3. The first-place orator will present his/her oration during the Club Awards and Service session.

## RULES GOVERNING THE ORATORICAL COMPETITION

1. The subject of all orations shall be, "Describe how involvement in Circle K International has provided you with the life skills needed to become a competent, capable and caring leader."
2. The subject matter and the presentation must be original and completely developed by the orator. Subject matter and presentation will be weighted equally in the selection of the winners.
3. To be eligible for this competition, individuals must be Circle K members in good standing with International and their district, and members of a club in good standing with International and the district. International Officers will not be allowed to participate in this contest.
4. Each orator will be allowed a maximum of seven minutes for the presentation. No more than two of the seven minutes available can be used for presenting quotations.
5. Each orator must submit a complete manuscript of the oration, in English, prior to judging.
6. Each orator may use notes on index cards, no larger than 5" x 7", only.
7. First, second, and third place winners shall be selected.
8. Orators shall be judged by a committee of convention attendees selected by the International Administrator in consultation with the Circle K International President.
9. Decisions of the judges are final.

## ORATORICAL CONTEST - ENTRY FORM

(PLEASE PRINT)

Name \_\_\_\_\_

Club \_\_\_\_\_

District \_\_\_\_\_

Permanent Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

*(Please include the manuscript of the speech with the entry form.)*